



CITY OF ATLANTA

Job Announcement

RECREATION OPERATIONS ASSISTANT, SENIOR

STARTING SALARY: \$29,231

Salary Grade: 11

Applications accepted from: May 15, 2006 until vacancy is filled

Minimum Job Requirements*

Persons applying must have all of the following to qualify: Associates Degree in Recreation, Physical Education or related field and two (2) years of work experience in the field of Recreation or a related field. Basic computer literacy skills needed and should be familiar with team sport activities. Equivalent combinations of training and experience will be determined under prescribed guidelines. However, training and experience will not be substituted for the required High School diploma or GED.

Licenses and Certificates

Appointees must possess a valid Georgia driver's license at the time of appointment. Must provide own transportation to and from recreation locations. Persons appointed must obtain certification in CPR and First Aid within four months of hire. All licenses and certificates must remain valid during tenure in this position.

Duties of the Job:

This employee will report to assigned Community Facility Manager and oversee facility operations as directed. Responsibilities to include, program planning and implementation, building inspection for safety compliance and procedures, maintaining records and files, generate reports and provide quality customer service to patrons. Will also assist the Community Facility Manager in recruiting program volunteers and will attend meeting as needed in the absence of the Community Facility Manager. Employee must know CPR and complete any and all mandatory training hours prescribed by the Department. Employee will be responsible for completing standardized reports, ordering supplies and any additional duties assigned by the Manager.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED AND HIGHLY QUALIFIED.

*Verification required prior to appointment.